

14 November 1968

GM Production Procedures

The single-sheet intelligence memorandum (GM) is designed to relate geographic intelligence to a subject of current US policy concern. The urgency of the situation, not the substantive value of the study, sets the priority. GM production requires good communications and flexibility.

General Responsibilities

Project initiation
and overview

Coordination

Writing and Compilation

Layout and drafting

Editing



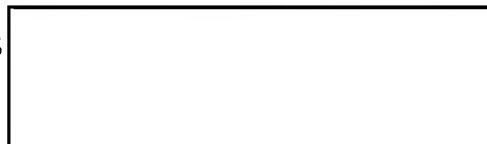
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Work Sequence

The following procedures may be telescoped when necessary for RUSH jobs, but responsible individuals must sign off on a checksheet.

First Conference

Participants: Coordinator;
geographer;



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- Agenda: 1. Report concept, research plan, graphics needs, urgency
2. Tentative layout plan
3. Tentative schedule

Work Period I

1. Initiation of research and map compilation
2. Preparation of first draft of text

Second Conference

Participants: Same as first conference, plus editors

1. Status report
2. Final layout plan
3. Refinement of production schedule

Work Period II

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1. Preparation of dummy
 2. Compiler supplied with list of place names used in text
 3. Review of draft text by
 4. Completion of map compilation; drafting initiated.
 5. Editing of text
 6. Coordination with OCI, ONE, State, etc., as necessary;
 7. Editorial checkout of coordinated text with map compilations;
 8. Text to printer; specifications as affirmed by editors
 9. Checking of galley proof by editors
 10. Layout
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Third Conference

Participants: Same as second conference

- Agenda : 1. Check final layout
2. Cross-check map with printed text
3. Approve release to

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Dissemination

1. Advance, unfolded copies passed by

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2. Dissemination as approved by

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